

SAGUACHE COUNTY BOARD OF COMMISSIONERS
REGULAR SESSION MEETING
9:00 A.M. JULY 7, 2015

MINUTES

I. CALL TO ORDER

The meeting was called to order by Board Chair Ken Anderson at 9:01 a.m., with the following members present:

Ken Anderson, Chair
Jason Anderson, Vice Chair
Timothy Lovato, Commissioner
Wendi Maez, Co-Administrator
Ben Gibbons, County Attorney
Staci Burkhart, Acting Secretary to the Board

II. EMPLOYEE APPRECIATION PRESENTATION

Brian Moores – 5 years	Ben Quintana – 10years	Brandy Willhite – 5 years
Jessie Cox – 5 years	Adolfo Martinez – 10 years	Walter Lambert – 40 years
Barbara Martinez – 25 years		Kenneth Biggs – 25 years

III. ADDITIONS/DELETIONS TO AGENDA

1. Assessor Peterson will be in to discuss new computer system, and phone conference.
2. Attorney Gibbons requested an Executive Session during his time.
3. Public Lands will not be able to attend today.
4. Clerk & Recorder Gomez will only have one Liquor License renewal.
5. Nancy Butler with the Rio Grande Head Waters Land Trust will reschedule.

MOTION BY COMMISSIONER JASON ANDERSON TO APPROVE THE AGENDA AS AMENDED

SECOND BY COMMISSIONER LOVATO

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

IV. READING AND APPROVAL OF MINUTES – JUNE 23, 2015

MOTION BY COMMISSIONER JASON ANDERSON TO APPROVE THE REGULAR SESSION MINUTES OF JUNE 23, 2015 AS AMENDED

SECOND BY COMMISSIONER LOVATO

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

V. REVIEW OF MAIL AND OTHER CORRESPONDENCE

1. **The Voice of La Puente** sent the Summer 2015 pamphlet. (7/2/15)
2. **The 12th Judicial Courts** sent an invitation to the 12th Judicial District Court Judge Patrick H. Hayes' swearing in. (emailed to BoCC on 6/24/15)
3. **Rio Grande Water Conservation District** sent a reminder that their District Board meeting is July 21, 2015 at 10:00 a.m. (6/25/15)
4. **The San Luis Valley Housing Coalition** sent a letter to the Board asking for support by either identifying or appointing a citizen from our County as a possible SLVHC board member. (6/25/15)
5. **Town of Crestone, Akia Tanara**, sent a letter to the Board regarding the cancelation of all bulk water sale permits. (6/26/15)
6. **SLV 4-H** newsletter was received. (7/2/15)

VI. INTRODUCTION OF GUESTES:

Sandia Belgrade – Crestone Eagle	Jesse Cox – Sheriffs' Office	Teresa Benns – Center-Post
Akia Tanara – Town of Crestone	K Bryans	Adrienne Garbin
Nancy Butler – Rio Grande Headwaters	Amy Herscher – CSU Extension	

VII. COMMISSIONERS REPORT

Commissioner Ken Anderson:

1. June 24 – Attended a BBQ at the T-Heart Ranch in regards to Colorado Agriculture Education going on at different farms and ranches.
2. June 29 – Attended the Flood follow-up meeting in Crestone with FEMA.
3. June 29 – Attended the BoCC meeting with the Baca Grande POA.
4. July 4 – Attended the Fourth of July festivities in Crestone.
5. July 6 – BoCC discussion with Hew Hallock, SLVDRG and ScSEED Board member, on DRG and Saguache County working together.
6. Discussions with several potato farmers in regards to permitting the dumping of potatoes on fields for feed.

Commissioner Jason Anderson:

1. June 23 - Attended the Front Range BLM Planning/Scoping meeting in preparation of the beginning of the 2015/2016 Revised Strategic Plan.
2. June 24 - Attended the Public Lands Fire Strategic meeting in Del Norte, followed by SLV Great Outdoors Trails Promotion event.
3. June 25 - Spoke with Michael Klein, a resident in Northern Saguache County (near Lazy KV) about lack of Land Use Enforcement with holding tanks and sanitation.
4. June 29 - Attended the Flood follow-up meeting for Crestone.
5. June 29 - Attended the Saguache Commissioners meeting with the POA Board concerning Economic Development and Land Use / water issues.
6. June 30 - Spoke with Adam Greene of Solar Reserve concerning solar options in Saguache County.
7. June 30 - Attended the Saguache County Search and Rescue meeting to review the use of new gear.
8. July 1 - Attended by phone the NACO Public Lands Steering Committee Resolution meet before the Annual Conference in Charlotte North Carolina.

9. July 6 - Met with Hew Hallock, SLVDRG Staff and ScSEED Board Member. Topics discussed included project direction for ScSEED and how the County and DRG can work together.
10. July 6 - Met with Colorado State Treasurer Walker Stapleton and Saguache County Treasurer Connie Trujillo to discuss Saguache County issues.

Commissioner Timothy Lovato:

1. June 25 – Spoke with Marlin Martin in regards to his permit denial.
2. June 29 – Attended the Flood follow-up meeting in Crestone with FEMA. Declared Saguache County a Disaster Area so FEMA funds could be applied for. Larry Solis with FEMA and Deanna Butterball with Homeland Security were in attendance.
3. June 29 – Attended the BoCC meeting with the Baca Grande POA.
4. Spoke with the Assistant Division Engineer in regards to water enforcement on well and surface water users.
5. Spoke with several local citizens in regards to putting a policy in place for liability at Leach Airport.

BREAK

VIII. CO-ADMINISTRATOR REPORT - WENDI MAEZ & LYN LAMBERT

1. Department Head payroll for the month of June presented, reviewed, and signed.
2. Veteran's report was presented, reviewed and signed.
3. Auditors were here from June 24 through June 30.
4. Budget packets and information were sent out to Department Heads on July 1st. Budgets are due back to Administrator Lambert on July 29th along with paperwork from the presentation by Dennis Hunt so Lambert can get budgets together. The first Department Head meeting to go over budgets was scheduled for August 12th. The process provided by Dennis Hunt will be followed.
5. Special Meeting Minutes of June 29th reviewed.
6. Discussion with the BoCC, Akia Tanara with the Town of Crestone, and Road & Bridge Supervisor Arredondo on the 2013 in-kind donation of \$22,388.00 for the Towns DOLA grant received for the Crestone Redevelopment Project originally approved for paving and striping needed. The project will not be ready for paving before the asphalt plant is shut down. Discussion on what materials the project still needs and what is allowed with HUTF funds. Akia and Arredondo will work together on what materials can be obtained with the funds.

IX. LAND USE – WENDI MAEZ

1. Decision on original Conditional Use request by Dave Wendell, Old Cow Town LLC, to change from commercial use to residential and agricultural use. Discussion with Mr. Wendell and BoCC.

MOTION BY COMMISSIONER LOVATO TO APPROVE THE CONDITIONAL USE REQUEST FROM OLD COW TOWN LLC, TO CHANGE FROM COMMERCIAL USE TO RESIDENTIAL AND AGRICULTURAL USE

SECOND BY COMMISSIONER JASON ANDERSON

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

X. COUNTY ASSESSOR – PETER PETERSON

1. Assessor Peterson informed the BoCC that it could take 4-6 months to convert Pueblo system over to the Tyler system. Discussion on possible grant funding to help pay for the new system and payment on the new system will be spread out over several years.
2. Phone conference with Glenn Snyder, Tyler computer system, to go over financials and converting information to switch Assessors computer system from the Pueblo System to the Tyler System.
3. Tyler Technologies is a software company in Lakewood, 23 counties out of 64 are using the Tyler system. There are three major components, software, professional services, and annual fees. Professional services include the conversion, training on new software, and IT support. Informed BoCC of Investment Summary for the three major components and the option of either a leasing partner or payments broke down over five years. Tyler Technologies schedule projects in order in which they receive them. Project takes 4-5 months and could be live in 2016, but can begin work as soon as an agreement is in place. Once software is paid for it belongs to county and only have the annual maintenance fees. Software is updated quarterly based on user input.

XI. COUNTY ATTORNEY – BEN GIBBONS

MOTION BY COMMISSIONER KEN ANDERSON TO ENTER INTO EXECUTIVE SESSION FOR LEGAL ADVICE UNDER C.R.S 24-6-402 (4) (b) AT 11:08 A.M.

SECOND BY COMMISSIONER LOVATO

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

MOTION BY COMMISSIONER KEN ANDERSON TO RETURN TO REGULAR SESSION AT 11:35 A.M.

SECOND BY COMMISSIONER LOVATO

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

XII. SAGUACHE CLINIC - ADRIENNE GARBINI & ALEX DECARLI

1. Ms. Adrienne Garbini owns the building next to the Saguache Clinic on 4th Street. The utility pole for the clinic is located on her property. The wires from the pole to the Clinic are not being maintained properly and is making it hard to do any work on her building. There is a utility easement for the pole. BoCC went on site visit before lunch.

LUNCH

XIII. ROAD & BRIDGE SUPERVISOR – RANDY ARREDONDO

1. Paving in Center should be done next week if weather permits.
2. Still working on repairing payment system for fuel at Leach Airport. Have sold about 300 gallons so far.

3. Flooding issues on County Road L and County Road 50. Also had a house flooding on County Road P, Road & Bridge Department assisted resident in diverting water away from house.
4. Discussion on weed control policies, district or board.
5. Discussion on Southwest Conservation Corp.
6. Discussion on the intersection of County Road X and County Road 48X and different options of how to redo.

MOTION BY COMMISSIONER JASON ANDERSON TO CONVENE AS THE SAGUACHE COUNTY BOARD OF HEALTH AT 1:30 P.M.

SECOND BY COMMISSIONER KEN ANDERSON

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

XIV. PUBLIC HEALTH DIRECTOR

Co-Director Alyssa O'Brien:

Core Services

A. Assessment, Planning & Communication:

1. PHP conference call held June 8, next meeting July 27th.
2. SCPP Coalition – currently no word on grants/contracts for upcoming year. Office of Behavior Health will let grantees/contractors know sometime after July 1st.
3. CCPD grant, a 3 year grant cycle, ended June 30th 2015. Final Evaluation of 3 years was completed and sent June 22nd. Year 3 quarter 4 supporting documents sent to grant coordinator as well as completed invoices.
4. Youth tobacco prevention grant 3 year cycle was complete on June 30th, 2015. Final evaluation and invoicing for 3 years completed and sent June 22nd. No smoking signs delivered to all Saguache County Departments, Center School, and Mountain Valley School. Maintenance Department has been putting the signs up. Informed Moffat superintendent that we have the signs and will deliver to Moffat and the Crestone Charter Schools.
5. Updated contracts for Moffat/Crestone Charter and Mountain Valley Schools for school year 2015-2016 presented, BoCC reviewed and signed.

MOTION BY COMMISSIONER LOVATO TO ENTER INTO THE CONTRACTS BETWEEN PUBLIC HEALTH, MOFFAT, CRESTONE CHARTER AND MOUNTAIN VALLEY SCHOOLS

SECOND BY COMMISSIONER JASON ANDERSON

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

6. Immunizations mostly being scheduled and completed in Center Office. Taking appointments and walk-ins as able.
7. Plan 4 Health National grant application in process, very elaborate application. Leadership Team consists of Alyssa, Crowfox (budget) and Wendi (APA member). Letter of Intent completed June 24th and included which parks are in need of repairs, replacements, and upgrades. Completed application is due July 31st. Presented the American Planning Association In Partnership With The American Public Health Association Announce Request For Proposals to the BoCC.

8. Chronic Disease mini grant application in process, completed grant application is due July 20th, email of Intent to apply was sent June 29th.
- B. Vital Records & Statistics:
 1. No new updates
- C. Communicable Disease Investigation, Prevention & Control
 1. No new investigations in the month of June.
 2. Placed & read PPD for symptomatic resident, in process of getting orders for chest x-ray (per TB program recommendation).
 3. DOT 3x/week for active case (Alyssa Mondays & Wednesday, Rio Grande Public Health Nurse on Fridays), DOT 2x/week for 2 child case contacts.
 4. LTBI monthly follow up for 2 child case contacts, 1 adult case contact & other adult (not a case contact).
 5. Placed & read PPD's for 16 staff members of Sheriff's Office. Have 2 others scheduled for week of July 6th.
- D. Prevention & Population Health Promotion:
 1. Scheduled face-to-face meeting with County Coroner Tom Perrin to review Child Fatality Prevention System/Child Fatality Reviews for July 8th.
 2. Placing annual PPD's for all Center Fire/EMS staff July 6th, results read July 9th.
 3. Created list for each office to track walk-ins, Gloria and Janet will be tracking.
 4. Next Zoonosis/Rabies Taskforce meeting is scheduled for August 13th. Sent meeting information to Saguache Sheriff's Office, and Center Town Police. In the process of setting up one of the Sheriff employees for rabies vaccine series. Discussion with Sheriff's Office to have Regional EPI come to the August staff meeting with the Sheriff's Office to present and provide updated protocols related to rabies.
- E. Emergency Preparedness & Response:
 1. Next Regional EPR meeting is on July 9th in Alamosa from 10:00 am to 1:00 pm.
 2. Discussion regarding shed behind Saguache Public Health Office. Need to clean out and store EPR materials in the shed because there is no other space in either the Saguache or Center Office.
 3. Commissioner Lovato is designated to work with Gloria and Jim Felmlee regarding EPR activities.
 4. Monthly radio drills for each office continuing with Janet & Gloria.
 5. Gloria and Alyssa participated in all calls for the Crestone water issue, Crowfox and Commissioner Lovato assisted with correcting Saguache Public Health Office water issue, thanks to both.
- F. Administration & Governance:
 1. Update on process of hiring a Director. County will re-advertising position for 45 days.
 2. Follow up with Attorney Gibbons to schedule a PCP meeting on fraud topic. Next orientation is scheduled for August 28th, Attorney Gibbons will be in contact with Barbara Martinez to schedule.
 3. Update on generator/back-up battery for vaccine fridge in Center Office.
 4. Update on house in Center with water shut off, people had moved out of house.
 5. Meeting with Administrator Lambert July 13th to review budget process.

Co-Director Crowfox:

1. Audit is thus far going well. Auditor and Ms. Fleming discussed the financial inaccuracies for 2014 in the last few months in QuickBooks. Ms. Fleming discussed how she cannot account for some of the figures nor explain some of the discrepancies. Ms. Fleming explained she was transferred to Administration and was not able to remain up to date with the

- QuickBooks software. The Auditor told Ms. Fleming to go ahead and do adjustment entries for 2014 and only worry about matching 2015 to Fund ware.
2. All other documentation requested by the Auditor was available in electronic storage if Public Health did not have a hard copy on file. As can be expected, the culprit months were October through December 2014.
 3. CCPD grant ended as of June 30, 2015, Alyssa O'Brien and Crowfox Christi Fleming are working on replacement funding via other grants.
 4. The new Tobacco Prevention grant is a regional grant and is expected to be a little over \$25,000.00 per year for three years. Waiting for the MOU's.
 5. A letter to Universal Printing was sent out on June 16th via email by Ms. Fleming. It was sent to Alyssa, Lyn, Wendi, and Mr. Gibbons.
 6. Need email for Attorney Gibbons, also emails from Barbara Martinez, Crowfox, and Alyssa have gone unanswered and wonder if emails are being received.
 7. Crowfox did spend a large sum on replenishing EPR and CCPD supplies. The expenses are reimbursable through the final grant invoicing. However, Crowfox is concerned that the expenses will be paid prior to the revenues coming in to cover them. July revenues and expenses will need to be watched closely and a small transfer may be necessary but can be returned once the revenues arrive.
 8. Public Health has received estimates for the required SonicWALL Gateway protection. Would like to pay the two-year fee for each office. The cost savings is apparent if Public Health pays the two year renewal up front.
 - a. One year renewal: $\$726.00 \times 2 = \$1,452.00$ (yr. 2015 + yr. 2016)
 - b. Two year renewal: \$1008.00 flat fee. Savings of \$444.00
 9. PCP License has arrived and is posted in view on the main lobby wall.
 10. Public Health PCP Agency has had problems with a male client. Have had sexual harassment complaints about him from our provider and noted several suspicious behaviors. Had a discussion with Sherriff Warwick so he is aware of concerns. The client is being transferred to another service provider, after discussion with his case manager, and our agency, will not be accepting the client back.
 11. # PCP's for May & June 2015: 26 #Clients for May & June 2015: 42
 12. Financials:
 - c. PCP revenues May 2015 = \$26,442.24
 - d. PCP expenses May 2015 = \$16,783.87
 - e. Core revenues May 2015 = \$10,686.98
 - f. Core Expenses May 2015 = \$18,459.90
 - g. A core deposit of \$11,532.07 was signed for by the Treas. Office on May 29, 2015, and recorded June 1, 2015
 13. Ms. Fleming has Sundance July 20 through July 29th and is respectfully requesting vacation time to attend the religious Ceremony with her Lakota People on the Reservation.
 14. Discussion on Public Health Offices being open 5 days a week per policy and the possibility of shifting around schedules of employees to cover 5 days.

**MOTION BY COMMISSIONER KEN ANDERSON TO ADJOURN AS SAGUACHE
COUNTY BOARD OF HEALTH AT 2:06 P.M.
SECOND BY COMMISSIONER JASON ANDERSON**

VOTES IN FAVOR: 3
MOTION CARRIED
BREAK

VOTES AGAINST: 0

XV. CSU EXTENSION – AMY HENSCHEN

1. Went into detail on the different events with 4-H and other services offered.
2. Saguache County 4-Hers placed 9th in an international robotics competition held in Albuquerque in May.
3. Three county clubs host meetings, complete service activities and teach life skills to members.
4. The Office ran a robotics outreach in Crestone in the winter and passed on the project to a local volunteer in spring.
5. Saguache County 4-Hers competed in regional, state, and national livestock competitions.
6. SLV 4-H organized a free training in February for educators on the Cowboy Ethics character development program.
7. Members attended regional and state conferences where they went to workshops and learned leadership skills.
8. Agents, teens, and volunteers offered afterschool and summer classes at Center Schools on rockets and robotics.
9. Saguache 4-Hers assisted with numerous outreach and service events, including Farm Safety Day.
10. Youth gained leadership skills while planning fundraising, outreach and community service events.
11. Several Adult and Senior classes offered on nutrition and cooking. Getting information materials around the County.
12. Master Gardner classes will be offered in late fall, winter time.
13. Held some renewable energy classes.
14. Fair will be held August 7th, 2015.

XVI. READING AND APPROVAL OF MINUTES – JUNE 29, 2015

MOTION BY COMMISSIONER KEN ANDERSON TO APPROVE THE SPECIAL MEETING MINUTES OF JUNE 29, 2015

SECOND BY COMMISSIONER JASON ANDERSON

VOTES IN FAVOR: 3

VOTES AGAINST: 0

MOTION CARRIED

XVII. CLERK & RECORDER – CARLA GOMEZ – LIQUOR LICENSE

1. Informed the BoCC that the La Garita Trading Post, Old Cow Town LLC, and Chokurei LLC no longer hold their liquor licenses. Discussion on BoCC procedure for Clerk Gomez to follow with late liquor license renewals and directed Clerk Gomez to send a letter to all liquor license holders stating Statue on procedures and rules for liquor license renewals.
2. Clerk Gomez presented the Liquor License renewal for the Villa Grove Trade.

**MOTION BY COMMISSIONER JASON ANDERSON TO APPROVE THE LIQUOR
LICENSE RENEWAL FOR THE VILLA GROVE TRADE
SECOND BY COMMISSIONER LOVATO
VOTES IN FAVOR: 3
MOTION CARRIED**

VOTES AGAINST: 0

3. Clerk Gomez presented the Special Event Liquor License request for Crestone Performances Inc. for August 7th-9th, 2015.

**MOTION BY COMMISSIONER JASON ANDERSON TO APPROVE THE SPECIAL
EVENT PERMIT FOR THE CRESTONE PERFORMANCES INC. FOR AUGUST 7TH,
8TH, AND 9TH, 2015
SECOND BY COMMISSIONER LOVATO
VOTES IN FAVOR: 3
MOTION CARRIED**

VOTES AGAINST: 0

XVIII. BILL PAYING

XIX. ADJOURN

**MOTION BY COMMISSIONER KEN ANDERSON TO ADJOURN AT 3:15 P. M.
SECOND BY COMMISSIONER JASON ANDERSON
VOTES IN FAVOR: 3
MOTION CARRIED**

VOTES AGAINST: 0

RESPECTFULLY SUBMITTED,

STACI BURKHART ACTING SECRETARY TO THE BOARD OF COUNTY COMMISSIONERS

MINUTES APPROVED JULY 21, 2015

Ken Andrus
CHAIRMAN OF THE BOARD



Carla Gomez
ATTEST
CLERK & RECORDER
CARLA GOMEZ

Jason Anderson
COMMISSIONER

Larry N. Hale
COMMISSIONER